

Punctuation: Sentences, quotes, and titles

This is the first of three videos about punctuation.

In this video, we will discuss:

1. Different types of sentences and what kind of punctuation to use at the end of them
2. When and how to use quotation marks (including titles)
3. Capitalizing words in titles: a good resource

PART 1: There are four types of sentences:

1. General statements

These sentences end in a period.

The dog would like to go for a walk.

It is nice outside.

There are a lot of people walking on the path.

2. Orders

These sentences can end in a period or an exclamation mark.

Please take the dog for a walk.

Take the dog outside, now!

Get out of my way!

3. Questions

These sentences end in a question mark.

Where is the dog?

The dog is outside, right?

Who wants to go for a walk with me?

4. Strong emotions

These sentences end in an exclamation mark.

Help! I lost my dog!

The dog just ate my homework!

Terrible! I would never go outside in that weather!

PART 2: Quotation marks:

1. Sheila asked, "When will dinner be ready?" dialogue

Dialogue, when someone speaks, usually happens in a story.

Look for words like this, right before the words:

- asked—asks—ask
- said—says—say
- questioned—questions—question
- spoke—speaks—speak

Of course, these aren't the only words to look for. The trick is to imagine that someone is talking to someone else, as if the conversation is happening.

2. You should read "The Secret Garden" because it is a great story. **title**

You might not know that nowadays, most titles are *italicized* instead of putting quotation marks around them. However, it is still correct to use quotation marks, especially if you are writing by hand, as it is hard to write in italics that way.

Titles are just what you think they are, and they can include such things as:

- newspaper headlines
 - I read the headline, "Local Boy Wins National Championship," and I wondered if I knew the person.
- movie titles
 - A new movie called "Passengers" just came out in theatres.
- song titles
 - Michael Jackson's song, "Billy Jean," is still popular.

3. The new drama series always gives me the "feels". slang

It can be tricky to know when someone is using a slang word.

Think of it this way: If someone is explaining something, and they are using words that you know have been made up, then that is slang.

Slang gets created in certain communities or groups. Slang can be offensive, too, so be careful if you are using it.

You **SHOULD NOT** use slang in your writing, unless you are explaining what a slang word means, if you are explaining what someone said, or if you are writing a story, and a character speaks in a certain way.

Slang is only meant for informal conversations.

4. My friend always told me that "you can't worry about things that you have no control over". **direct quote**

Use quotation marks with direct quotes.

Here, quotation marks are being used to quote the exact words that someone said.

Direct quotes can come from:

- **people you have talked to**
- **something you have read**
- **something you have heard**

PART 3: Capitalization and titles: A good resource

If you are trying to write your own title, and you aren't sure how to capitalize it, then I suggest checking out this site: <http://titlecapitalization.com/#>

On this site, you can type in your title and then see how to capitalize it. You can also click to see the rules.

Let's type in a title as an example on the next page.

REMEMBER: You can type in any title that you like. As you type it in, it is automatically corrected.

There are even links to click on, if you aren't sure what coordinating conjunctions or preposition are, for example.



Canada from East to West: An Awesome Country to Visit

- Capitalize words with four or more letters (AP style)
- Capitalize words with five or more letters
- Do not capitalize words based on length (Chicago Manual of Style)

Rules

1. Capitalize the first and the last word.
2. Capitalize nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions.
3. Lowercase articles (a, an, the), coordinating conjunctions, and prepositions.
4. Lowercase the "to" in an infinitive (I want to play guitar).

Paraphrased from *The Chicago Manual of Style*: 16 ed. paragraph 8.155
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Links that you can click on for more information. This site uses *The Chicago Manual of Style*, so I recommend using the third option.